

August 13, 1999

TO: All NOAA Employees

FROM: Erica Zimmerman, M.D.  
Medical Director, NOAA Health Units

RE: Indoor Air Quality

The feedback that the NOAA employees provided in the Town Hall Meeting on June 24, 1999, and the Focus Group held on July 28, 1999, revealed concern about the utilization of the medical data collected in the Health Unit. In response to those concerns, below is an outline of the process of data collection and utilization regarding Indoor Air Quality symptoms.

1. The patient will contact the Health Unit in SSMC2 (301-713-0545) to schedule an appointment.
2. The patient will receive four documents to be reviewed prior to the Health Unit evaluation; the
3. CD-137 form, the CA-2 form, the Occupant Survey, and a medical release form.
4. The Health Unit evaluation will be initiated by the nurse and continued by the physician.
5. The Occupant Survey will be forwarded to the Industrial Hygiene Team.
6. The patients will have further medical evaluation and treatment provided by their personal physician.

We have been working closely with the Facilities Division and the Industrial Hygiene Team to provide a safe environment. We have incorporated the attached Occupant Survey to provide specific details to the Industrial Hygiene Team in order to better analyze, evaluate, and resolve Indoor Air Quality.

Inquiries concerning IAQ issues, or reports of IAQ incidents, may be directed to Joseph Terra, CIH and/or Julie Sobelman, CIH, CSP (USPHS/DFOH consultants). Their phone number is 301-713-2222, or you may reach them by e-mail at [dfoh@ofa.noaa.gov](mailto:dfoh@ofa.noaa.gov).

The IAQ information reported to the Health Unit and/or the Industrial Hygiene Team will be reviewed by a board-certified occupational physician, and further analyzed by members of the Industrial Hygiene Team.

Summary reports describing the results of the IAQ survey, as well as sampling results, will be made available to employees following a technical review. However, the primary means of employee communication will be through postings on the NOAA web site.

#### **Hints for Maintaining Your Health at Work**

- \_ Take health breaks throughout the day
- \_ For 5 - 10 minutes in the morning
- \_ During lunch
- \_ For 5 - 10 minutes in the afternoon
- \_ Drink water throughout the day, six 8 ounce glasses
- \_ Limit caffeinated beverages, as they will cause water loss